



**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION**

**REAL PROPERTY ADMINISTRATION
OFFICE OF THE STATE ARCHITECT
WILLIAM R. SNODGRASS TENNESSEE TOWER, SUITE 2100
312 EIGHTH AVENUE NORTH
NASHVILLE, TENNESSEE 37243-0300
(615) 741-2388
FAX (615) 741-6189**

**DAVE GOETZ
COMMISSIONER**

**MICHAEL A. FITTS, FAIA
STATE ARCHITECT**

DESIGNER SELECTION PROCEDURE

The general procedure for designer selection on State of Tennessee construction projects is as follows:

1. The Department or Agency involved submits the names of three design firms for recommendation to the Executive Sub-Committee of the State Building Commission.
 - a) Regional designers are considered for regional projects (i.e., West Tennessee firms to do West Tennessee projects; Middle Tennessee firms for Middle Tennessee projects, etc.)
 - b) Only Tennessee firms are normally considered *unless* there is a specific need for expertise not available within the State.
 - c) Tennessee licensure is required
2. The Executive Sub-Committee then makes a single recommendation to the full Commission.
3. The State Building Commission acts on the Sub-Committee's recommendation.

Enclosed are the following to assist you in your marketing efforts:

1. A listing of the Departmental contact persons involved in the submission of recommendations to the State Building Commission
2. A listing of the State Building Commission membership
3. A timeline to assist you with your marketing efforts

If you would like to discuss this matter with me further, please call my assistant, Georgia Martin, at (615) 741-2388 to schedule a time.

--Mike Fitts

STATE AGENCY CONTACTS

DEPARTMENT / AGENCY	CONTACT	PHONE (615 area)	E-MAIL
Agriculture	Larry Maxwell	837.5175	Larry.Maxwell@state.tn.us
TN Board of Regents	Jerry Preston	366.4434	Jerry.Preston@tbr.edu
Children's Services	Jim Gordon	741.7269	James.Gordon@state.tn.us
Correction	Tom Robinson	741-1000 x8101	Thomas.Robinson@state.tn.us
Education	Deborah Davis	532-1681	Deborah.Davis@state.tn.us
Environment & Conservation	J.J. Perdue	532.0035	James.Perdue@state.tn.us
Finance & Administration	Charles Garrett	741.7865	Charles.Garrett@state.tn.us
General Services	Bill Rusie	741.9380	Bill.Rusie@state.tn.us
Health	Peggy Wilson	532.5326	Peggy.s.Wilson@state.tn.us
Human Services	Jerry Barlar	459-6811 x220	Jerry.D.Barlar@state.tn.us
Labor and Workforce Development	Chester Lowe	741.2410	Chester.Lowe@state.tn.us
Mental Health & Developmental Disabilities	Ralph Mickle	532.6658	Ralph.Mickle@state.tn.us
Military	Keith Brent	313.0620	david.keith.brent@us.army.mil
Safety	Mike Boshers	365.1613	Mike.Boshers@state.tn.us
TN Bureau of Investigation	Lanny Wilder	744.4402	Lanny.Wilder@state.tn.us
TN Historical Commission	Jerry Wooten	532.1550 x107	Jerry.Wooten@state.tn.us
TN Wildlife Resources Agency	Dwight Hensley	781.6547	Dwight.Hensley@state.tn.us
Transportation	Alan Durham	741.5616	Alan.Durham@state.tn.us
University of Tennessee	George Criss	(865) 974.2231	gcriss@utk.edu
Veterans Affairs	Al Kovash	741.4951	Allen.Kovash@state.tn.us

STATE BUILDING COMMISSION MEMBERS

Governor Phil Bredesen
First Floor, State Capitol
Nashville, TN 37243 741-2001

Speaker Jimmy Naifeh
House of Representatives
Suite 19, Legislative Plaza
Nashville, TN 37243 741-3937

Lieutenant Governor Ron Ramsey
Speaker of the Senate
Suite 1, Legislative Plaza
Nashville, TN 37243 741-2368

Commissioner Dave Goetz**
Department of Finance and Administration
First Floor, State Capitol
Nashville, TN 37243 741-2401

John G. Morgan**
Comptroller of the Treasury
First Floor, State Capitol
Nashville, TN 37243 741-2501

Riley Darnell**
Secretary of State
First Floor, State Capitol
Nashville, TN 37243 741-2819

Dale Sims**
State Treasurer
First Floor, State Capitol
Nashville, TN 37243 741-2956

(Dale Sims is the lead contact person for the Executive Sub-Committee regarding designer selection. His office maintains a database of design firms and distributes to them the proposed Capital Budget every year to assist them with their marketing efforts)

***Executive Sub-Committee members*

* * * * *

Chief Staff Officer: Michael A. Fitts, FAIA, State Architect
William R. Snodgrass Tennessee Tower, Suite 2100
312 Eighth Avenue North
Nashville, TN 37243-1520
(615) 741-2388
Mike.Fitts@state.tn.us

DESIGNER MARKETING TIMELINE

TIME PERIOD	ACTIVITY
October – December	<ul style="list-style-type: none"> Departments and Agencies recommend capital projects to the State’s Budget Office for inclusion in the Governor’s budget request to the State Legislature for the next fiscal year (“Wish List”)
January	<ul style="list-style-type: none"> The Governor and the Budget Office review the submitted requests and develop a list of recommended projects that are included in the budget request to the Legislature.
February	<ul style="list-style-type: none"> The list of projects recommended by the Governor is forwarded by the State Treasurer to all designers who have indicated an interest in providing design services for State projects (“First Cut”) Designers can begin their marketing for specific projects.
March – June	<ul style="list-style-type: none"> Department and Agencies begin their consideration of designers for specific projects identified in the budget request. Designers continue marketing. The Legislature considers the Governor’s budget request and approves as presented or with modifications (“Final Cut”)
June – August	<ul style="list-style-type: none"> The majority of line-item projects in the capital budget are normally brought to the June, July and August State Building Commission meetings for project approval and designer selection (“Final Selection”)